

**WEST KERN COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES**

**REGULAR MEETING**

**February 12, 2020**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:03 p.m. it was moved by Trustee Long, seconded by Trustee White and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 &  
Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of  
Subdivision (d) of Government Code Section 54956.9
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146,  
48900 et. Seq. and 48912(b)

**RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 5:15 p.m., it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**GENERAL COMMUNICATIONS**

There were no general communications.

### **NEW BUSINESS**

#### **Request for Approval - Resolution 2019/20-14 - Acknowledge Extended Opportunity Programs and Services' 50 Years of Student Success**

President Cole read the resolution honoring the EOPS program. Lourdes Gonzalez, EOPS Coordinator, received the resolution on behalf of the College EOPS students and staff. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the resolution was approved. There was a brief recess to celebrate the 50 year success of the EOPS program.

### **QUARTERLY INVESTMENT REPORT**

District Investment Advisor Mike Urner, of Wells Fargo, reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending December 31, 2019 (copies attached to the official minutes). He noted that Wells Fargo has assumed the Morgan Stanley portfolio; the entire portfolio is now managed by Wells Fargo. Mr. Urner reported that the GO Bond Portfolio gained income of \$18,481.00 for the quarter with an ending value of \$4,117,392.00. The projected 12-month portfolio income is \$29,373.00. He reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He reminded the Board that this investment is projected for a short duration, as the funds will be completely consumed by the current Measure A projects.

Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$24,605.00 and an ending value of \$9,804,545.00. He also noted the projected 12-month portfolio income of \$248,900.00. He reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations.

### **PRESENTATION - Citizen's Oversight Committee Annual Report**

Roger Miller, chair of the Citizen's Oversight Committee, presented the Annual Report to the Board of Trustees. He said the Committee appreciates the information and data as represented by the District and AP Architects. Due to the reports and communication, the Committee is well-informed on the Measure A project funding and positive status (copy attached to official minutes).

### **PRESENTATION - Active Shooter Training Recap**

Severo Balason, Vice President of Student Services, presented information from the recent active shooter training held on campus via PowerPoint (copy attached to official minutes). Training was coordinated with WESTEC for 6 months prior to the one-day training session. The training was a combination of lecture and hands-on scenario training. Over 40 employees participated in the training. Scenarios were recorded and feedback is being gathered in an effort to promote future training.

### **PRESENTATION - Legislative Update**

Susan Groveman, Executive Director of Marketing and Community Relations, shared a legislative update via PowerPoint (copy attached to official minutes). The presentation reviewed recently updated legislation and projected legislative highlights as it pertains to the College.

### **APPROVAL OF MINUTES**

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held January 15, 2020 were approved.

### **NEW BUSINESS**

#### **Request for Approval - Resolution 2019/20-12 - Proposition 13: Public Preschool, K-12, and College Health and Safety Bond Act of 2020**

Dr. Daniels shared that this resolution was drafted upon the request of Community College state level offices. This proposition would affect public education entities, including community colleges. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the item was approved.

#### **Request for Approval - Student Center Project - Proposal for Construction Materials Testing and Inspection Services from BSK Associates; Estimate \$46,360**

Brock McMurray, Executive Vice President of Administrative Services, explained the proposal would allow the District to have BSK Associates conduct necessary construction materials testing to meet the quality standards. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

#### **First Reading - Board Policy Review (No Action)**

**BP #2015 - Student Member(s)**

**BP #2305 - Annual Organizational Meeting**

**BP #2310 - Regular Meetings of the Board**

**BP #2320 - Special and Emergency Meetings**

**BP #2350 - Speakers**

**BP #2355 - Decorum**

**BP #2360 - Minutes**

**BP #2365 - Recording**

**BP #6620 - Naming of District Facilities and Properties**

Dr. Daniels said that these Board Policies have been reviewed and require no updates at this time.

### **CONSENT AGENDA:**

- A. Request for Approval - Determination of Order of Employment for 2019-20 Contract Faculty with a Hire Date of January 9, 2020
- B. Information Item - CCFS-311Q for the 2<sup>nd</sup> Quarter Ending December 31, 2019
- C. Request for Approval - Sabbatical Leave Proposal; Michelle Oja; Spring 2021

- D. Request for Approval – PortalGuard Invoice #012820 Annual Renewal – PortalGuard Software License, Technical Support & Maintenance Contract; 4/27/20 – 4/26/21; \$5,000.00
- E. Request for Approval – Renewal of Postage Machine Lease with NEOPOST serviced by CCI Office Technologies; 63 Month Lease; Annual Estimated Cost \$4,056.96
- F. Request for Ratification – Guest Speaker – Educational Methodology for Dental Hygiene Professional Development; 1/17/20; \$500 for Speaker Honorarium and \$272 for Mileage
- G. Ratification of the January 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A – G were approved as presented (materials related to the items are attached to official minutes).

#### **PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

No comments were heard.

#### **EMPLOYMENT**

On a motion by Trustee White and seconded by Trustee Orrin, Employment Items A – C were approved by the following vote (Employment Items A – C (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Dawn Cole, Michael Long, Billy White and Dr. Kathy Orrin  
No: None  
Abstain: None  
Absent: None

#### **REPORTS**

##### **Financial Reports**

The financial reports listed on the page following were presented for information (copies attached to official minutes).

Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2019/20
2. Expenditure Accounts (Account Level 1) FY 2019/20
3. Expenditure Detail of \$10,000.00 or Greater, January 2020
4. Student Organization and Special Accounts, January 2020
5. Funds Deposited in County Treasury, January 2020
6. Employee Travel Report – January 2020

## **Trustee Reports**

Trustee White noted that the event for the Chevron check presentation was well run and thanked staff involved for the preparation.

President Cole noted the news coverage of the event brought recognition from outlying areas.

## **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, reported a project to bring print/digital material production through our Bookstore is underway in an effort to utilize the District's brand guide and to minimize production costs.

## **Fiscal Services**

Amanda Bauer, Executive Director of Fiscal Services, said the department is working within subcommittees to aid in the Accreditation process.

## **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, recently attended a statewide budget meeting to discuss the recently released Governor's budget draft. He reported the budget currently has a \$318 million increase that includes a project 2.9% COLA. The state still has not released updated metrics for community college funding. Mr. McMurray also provided construction update on the solar project. The project is in the first of five phases and is progressing well.

## **Facilities**

Richard Treece, Director of Facilities, Maintenance and Transportation, gave a brief report of the Student Center project progress. He told the Board that while site work has been completed the more visible pieces of the project will begin soon.

## **Instruction**

Dr. Leslie Minor, Vice President of Instruction, provided a semester update from Instruction including the recruiting efforts for a Distance Education Director and CTE professional development and student outreach efforts. She and Dr. Jessica Grimes recently attended a grant workshop to prepare for future grant opportunities.

## **Dental Hygiene**

Dr. Vickie Kimbrough, Director of Dental Hygiene, reported on the status of the equipment purchased with the donation from Synagro. She also informed the Board that there will be four chairs in the future community health center (Westside Healthcare District). Dr. Kimbrough will be working to provide Dental Hygiene students opportunity to serve the community in the new facility. The department has performed outreach services in schools and has committed to career presentations at Bakersfield High School. The continuing education program has raised \$13,500 in revenue during the first semester.

## **Information Technology Services**

Andrew Prestage, Executive Director of Information Technology Services, stated the department is currently in the process to fill two vacant positions. Other work includes continued assistance to timeclock implementation and hosting a faculty discussion on audiovisual technology in the classrooms.

### **Faculty Association**

Ruby Payne, President of the Faculty Association, told the Board that faculty have been actively working with students in labs with the semester well underway. She also noted that divisions are working with Instruction for summer and fall scheduling preparation.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, said timeclock implementation continues with testing of the system beginning. In other work the department is working on improving District services to become more efficient.

### **Transition to Independent Living**

Aaron Markovits, Director of TIL, noted that Vicky Waugh will retire this month. The TIL staff are also working to recruit the 42 students for fall 2020. Shelly Mitchell, Public Information intern, shared the most recent TIL Times and reported on a TIL anniversary luncheon that also recognized long term employees Lee Schryver and Paula Patterson.

### **Institutional Research**

Xiaohong Li, Executive Director of Institutional Research, stated that most Annual Program Reviews have been turned in and staff are in the process of compiling and preparing the data for use in planning. The Strategic Action Plan has been updated and the Strategic Planning Committee has reviewed the plan. Continued efforts are being made on the online data dashboard.

## **REPORT OF THE SUPERINTENDENT/PRESIDENT**

### *Community Events*

Dr. Daniels recently attended the Kern Economic Development's State of the County dinner. The dinner provided opportunity for networking and regional economic insight.

### *College Events*

Dr. Daniels shared details from campus events held over the past month. The seventh annual Triple Play Dinner was held with Tom Gambia speaking. The event was held at the West Side Recreation and Park District's gymnasium. The Governance Council recently held a Collegiality in Action workshop to provide professional development opportunity for the group in the area of participatory governance. The College teamed up with the Bakersfield Symphony to host a student group from Lincoln Junior High School for a college tour prior to the group attending the Bakersfield Symphony in Bakersfield. Dr. Daniels also shared event details from the Chevron check presentation event. Chevron donated \$156,000 to the College Allied Health and Sciences Lab. This donation enabled the College to provide 115 more seats in science courses needed for graduation and student success.

## **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, March 11, 2020, at 5:00 p.m.

**ADJOURNMENT**

At 7:27 p.m., on a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary